



**ARRIVAL & DEPARTURE
BRIEFING FOR THE
69TH UNGA**

AUGUST 26, 2014

UNITED STATES MISSION TO THE UNITED NATIONS



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 69th UNGA
August 26th, 2014**

RESOURCES

U.S. MISSION

PHONE

FAX

| | | |
|-----------------------------------|---------------------------------|--------------|
| Mr. Thomas J. Buda | 212-415-4407 (Desk) | 212-415-4162 |
| --Port Courtesies (Arrivals) | 646-510-0010 (BB) | |
| --Diplomatic Flights/Over Flights | Email: budat@state.gov | |
| Mr. Jason T. Lang | 212-415-4453 (Desk) | 212-415-4162 |
| --Port Courtesies (Arrivals) | Email: langjt@state.gov | |
| --Escort Screening (Departures) | Email: airportescorts@state.gov | |
| Ms. Paula A. Thomas | 212-415-4037 (Desk) | 212-415-4162 |
| --Port Courtesies (Arrivals) | Email: thomaspa3@state.gov | |
| --Escort Screening (Departures) | Email: airportescorts@state.gov | |
| After Hours Telephone | 212-415-4444 | |

U.S. DEPARTMENT OF STATE

| | | |
|---|----------------------------------|--|
| Mr. Rodney Bethea | 202-736-7158 (Desk) | |
| --Diplomatic Aircraft Clearance | 202-549-7148 (BB) | |
| | Email: betheard@state.gov | |
| Anthony Franco | 202-647-4074 (Desk) | |
| --E-Gov Port Courtesies (Arrivals) | 202-997-4923 (BB) | |
| | Email: portcourtesies@state.gov | |
| Mr. Daniel DiLeo | 202-895-3500 ext. 4 (Desk) | |
| --Airport Escort Screening Courtesies (Departures) | Email: escortscreening@state.gov | |
| Department of State Operations Center (24/7) | 202-647-1512 | |



**UNITED STATES MISSION TO THE UNITED NATIONS
ARRIVAL / DEPARTURE BRIEFING FOR THE 69th UNGA
August 26th, 2014**

BRIEFING SCHEDULE

| | |
|----------------|---|
| 3:00 – 3:10 PM | Welcoming remarks/Introductions James B. Donovan, Minister Counselor USUN Host Country Affairs |
| 3:10 – 3:30 PM | Courtesies of the Port Office of the Chief of Protocol, Washington DC |
| 3:30 – 3:50 PM | Diplomatic Aircraft Clearance Office of International Security Operations, Washington DC |
| 3:50 – 4:10 PM | Airport Escort Screening Courtesies US Mission to the United Nations Host Country Affairs |
| 4:10 – 5:10 PM | Airport Operations - Private Flights, Airport Access, Motorcades and Parking <ul style="list-style-type: none">• Customs Border Protection (CBP)• Port Authority Operations• Port Authority Police Department (PAPD)• Transportation Security Administration (TSA) |
| 5:10 – 5:15 PM | Questions and Answers |
| 5:15 – 5:30 PM | Conclusion/Meet and Greet |

Agents and representatives from other United States Government agencies will be available to answer questions from delegations following the end of the briefing session.

ARRIVAL / DEPARTURE BRIEFING FOR THE 69th UNGA
August 26th, 2014

IMPORTANT NOTE

MISSIONS AND OBSERVERS SHOULD NOTE THAT ALL INFORMATION PERTAINING TO THE VISIT OF HIGH LEVEL DELEGATIONS TO THE UNITED NATIONS SHOULD BE SENT TO THE UNITED STATES MISSION TO THE UNITED NATIONS FOR DISSEMINATION TO PERTINENT HOST COUNTRY AUTHORITIES/AGENCIES.

IF INFORMATION IS TRANSMITTED DIRECTLY TO OTHER UNITED STATES AGENCIES, OR IF ARRANGEMENTS ARE MADE BY EMBASSIES OR MISSIONS DIRECTLY WITH THE DEPARTMENT OF STATE IN WASHINGTON, D.C., WITH NO COPY TO THE UNITED STATES MISSION, IT MAY BE DIFFICULT OR IMPOSSIBLE FOR THE UNITED STATES MISSION TO ASSIST INDIVIDUAL MISSIONS TO THE UNITED NATIONS SHOULD ANY PROBLEM ARISE DURING THE HIGH LEVEL VISIT.



Courtesies Of The Port

(Request for Facilitation on Arrival)

* This is for **Arrivals** only, and is **not** to be used for departure requests

Definition

“Courtesies of the Port” refers to the procedure by which certain designated persons may be entitled to expedited inspection procedures on arrivals and have their personal effects enter the U.S. duty-free at their ***first port of entry***. The U.S. Department of State’s Office of the Chief of Protocol arranges with the Department of Homeland Security’s (DHS) Customs and Border Protection (CBP) for this Airport Courtesy.

Who is eligible?

| | |
|-------------------------------------|--|
| Heads of State * | Members of Parliament |
| Heads of Government * | Governors and Mayors |
| Cabinet Officers* | Chiefs of Mission |
| Deputy Cabinet Officers* | High-Ranking Military Officials (Flag Officers) on a Temporary Duty Assignment |
| Immediate Members of Royal Families | High-Ranking Officials as designated by the U.S. Department of State’s Chief of Protocol |

*Includes traveling parties who physically accompany the eligible member.



Courtesies Of The Port

(Request for Facilitation on Arrival)

- As of February 2012, all requests for Courtesies of the Port must be made through the **e-Gov system**. Please refer to the detailed information provided on pages 8-15 of this guide.
- In order to use the e-Gov Port Courtesies module, you must fax the “Application for OFM Web Site Account” request form to the Office of Foreign Missions to the number provided on the form (application can be found on the e-Gov user guide).
- You may contact the Office of Foreign Missions help desk by e-mail at ofmgovhelpdesk@state.gov or by telephone at 202-895-3564 for more information.
 - They will add the Port Courtesies module to your e-Gov account.
 - For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact DOS Operations Center at 202-647-1512 and ask for the Port Courtesy Officer.
- USUN Host Country Affairs section will be available to assist if needed.
- e-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>

NOTE: The above information is for Department of State Protocol purposes only. The Transportation Security Administration of the Department of Homeland Security will accept requests for airport Departure Screening Courtesies “on-line” via computer e-mail only.

- For additional instructions and information, please refer to our website at: www.usun.state.gov/about/host_aff/index.htm. Missions may also call the Host Country Affairs Section of the United States Mission to the United Nations at (212) 415-4131 for assistance.

Airport Courtesies - Windows Internet Explorer

http://usun.state.gov/about/host_aff/c32161.htm

Search State

Airport Courtesies

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YOU ARE IN: About USUN > Host Country Section > Airport Courtesies

Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive administrative department or agency of that government."

COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at first port of entry at major U.S. airports. If authorized, it moves "high-ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). As of February 2012, all requests for the Port must be made through the e-Gov system. In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account to the Office of Foreign Missions (application can be found on the e-Gov user guide at <http://www.state.gov/documents/organization/185717.pdf>). You may contact the Office of Foreign Missions help desk by e-mail at ofm.govhelpdesk@state.gov or by telephone at 202-895-3564 for more information. They will add the Port Courtesies to your e-Gov account. For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact the DOS Operations Center at 202-647-1512 and ask for the Port Courtesies Officer. The USUN Host Country Affairs section will still be available to assist if needed.

- e-Gov user guide: <http://www.state.gov/documents/organization/170450.pdf>

If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further instructions. It may be possible to obtain Port Courtesies using the link below for the "Courtesies of The Port" form. This form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

[Courtesies Of The Port Request Form](#)

ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State Department escort officer at major U.S. airports. Available only to "Ministerial or Cabinet" rank officials. This "Escort Screening Courtesies" form must be submitted at least three (3) business days prior to the scheduled departure date of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure through airport security facilitated by the accompanying detail; so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (special) aircraft cannot be afforded "Escort Screening Courtesies". For assistance contact: 212-415-4037 or 212-415-4453

[Escort Screening Courtesies Request Form](#)

Do not use this form.

Question: Where can I download a copy of the Courtesies of Port e-Gov User Guide?

Answer: Go to http://usun.state.gov/about/host_aff/c32161.htm and select link under "COURTESIES OF THE PORT" entitled "E-Gov User Guide"



http://usun.state.gov/about/host_aff/c32161.htm

e-Gov user guide:

<http://www.state.gov/documents/organization/170352.pdf>

Please download a copy of the Courtesies of Port e-Gov User Guide to use as a personal reference. This 52-page user guide provides specific directions for submitting a Port Courtesies request and contains important information regarding all aspects of Courtesies of the Port.

www.state.gov/documents/organization/170352.pdf

**U.S. Department of State
Office of Foreign Missions**



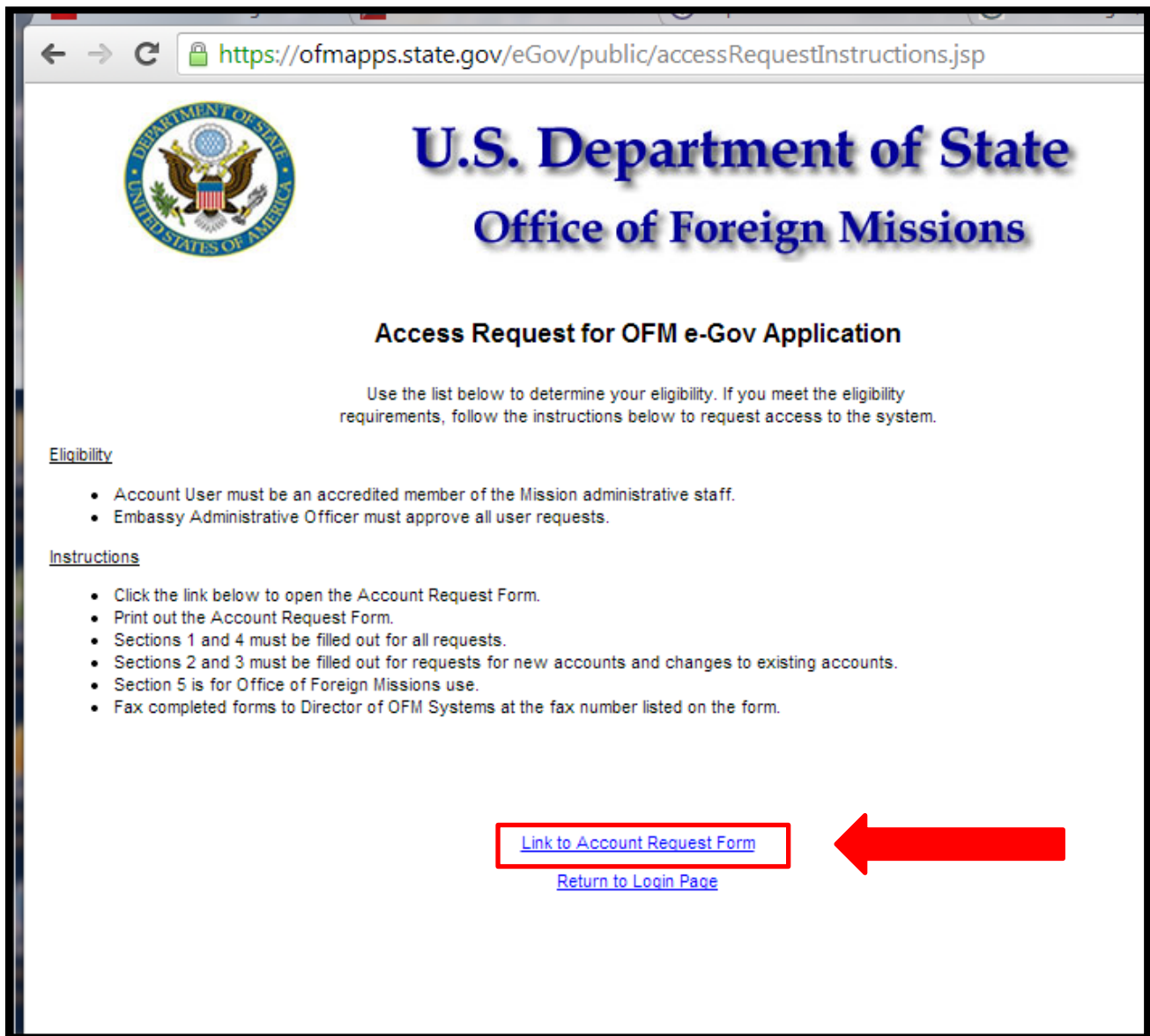
**Courtesies of Port
e-Gov User Guide**

Version 1.0

September 2011

How to request access to OFM e-gov:

<https://ofmapps.state.gov/eGov/public/accessRequestInstructions.jsp>



The screenshot shows a web browser window with the URL <https://ofmapps.state.gov/eGov/public/accessRequestInstructions.jsp>. The page features the U.S. Department of State seal on the left and the title "U.S. Department of State Office of Foreign Missions" in large blue font. Below the title is the heading "Access Request for OFM e-Gov Application". A paragraph of text states: "Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system." There are two sections: "Eligibility" and "Instructions". The "Eligibility" section lists two bullet points: "Account User must be an accredited member of the Mission administrative staff." and "Embassy Administrative Officer must approve all user requests." The "Instructions" section lists five bullet points: "Click the link below to open the Account Request Form.", "Print out the Account Request Form.", "Sections 1 and 4 must be filled out for all requests.", "Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.", and "Section 5 is for Office of Foreign Missions use." At the bottom, there are two links: "Link to Account Request Form" and "Return to Login Page". A red arrow points to the "Link to Account Request Form" link.

U.S. Department of State
Office of Foreign Missions

Access Request for OFM e-Gov Application

Use the list below to determine your eligibility. If you meet the eligibility requirements, follow the instructions below to request access to the system.

Eligibility

- Account User must be an accredited member of the Mission administrative staff.
- Embassy Administrative Officer must approve all user requests.

Instructions

- Click the link below to open the Account Request Form.
- Print out the Account Request Form.
- Sections 1 and 4 must be filled out for all requests.
- Sections 2 and 3 must be filled out for requests for new accounts and changes to existing accounts.
- Section 5 is for Office of Foreign Missions use.
- Fax completed forms to Director of OFM Systems at the fax number listed on the form.

[Link to Account Request Form](#)


[Return to Login Page](#)

Application for OFM Website Account.pdf (SECURED) - Adobe Reader

File Edit View Window Help

1 / 2 84.1%

Comment

 U.S. Department of State

APPLICATION FOR OFM WEBSITE ACCOUNT

Fax completed application to OFM System Director fax 202-895-3669

Type of Request

☐ New Account ☐ Change to Existing Account ☐ Delete Account

Section 1 Applicant Information Country

| | | | |
|-------------------------------|----------------------|----------------------|----------------------|
| 1. Surname | 2. Given Name | 3. Middle Initial | 4. PID |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| 5. Date of Birth (mm-dd-yyyy) | 6. Telephone Number | 7. E-mail Address | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| 8. Mission of Assignment | 9. City | 10. State | 11. ZIP Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section 2 User Acknowledgement

I understand that I am authorized to use this account only for the submission of applications for U.S. Department of State, Office of Foreign Missions and Office of Protocol services for the missions listed in Section 3 of this application. Any other uses of this account are strictly prohibited. I will not divulge my login or password to any other entity. I will notify OFM Systems if I have any reason to believe my password has been compromised. I further acknowledge that improper use of this account could result in adverse administrative action against me.

Name Signature

Telephone Date (mm-dd-yyyy)

Section 3 Authorized Missions

| Mission | City | State | ZIP Code |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Section 4 Mission Administrative Officer Acknowledgement

The applicant listed on this form is an accredited member of the Mission of Assignment referenced in Block 8 of Section 1 above. I certify that applicant should have the rights to submit applications for U.S. Department of State, Office of Foreign Missions and Office of Protocol services for the Missions listed in Section 3 of this application. I acknowledge if I am made aware of any improper use of this account I will provide all necessary assistance to address the situation through OFM Systems.

Name Signature

Telephone Date (mm-dd-yyyy)

Mission Seal Required

Section 5 Office Of Foreign Missions Approval

Fax completed application to OFM Systems Director fax:
(202) 895-3669

4 – GETTING STARTED

4.1 – e-Gov On-Line Application

Once you receive your E-Gov account information, access the e-Gov program from the U. S. Department of State’s Office of Foreign Missions Website (<http://www.state.gov/ofm/>) by clicking on the On-Line Application link identified as “OFM E-Gov System” identified below.

Figure 4.1-1 – Office of Foreign Missions’ Website



Click on the On-Line Application link and the system will take you to the Logon Dialog Window (see *Figure 4.1-1*).



U.S. Department of State

Office of Foreign Missions

Welcome to OFM E-Gov

Please enter your credentials to access the system.

User Name
Password

Enter your
User Name here

Enter your
Password here

Login Reset

[Request access to this system](#)

For Access to e-Gov
see Appendix A

[Photograph and Signature Card](#)

[Privacy Act Statement](#)

[Paperwork Reduction Act Statement](#)

Figure 4.1-2 – Login Window

First time users will enter the User Name and Password provided to them by the system administrator. Ensure that your cursor is positioned in the **User Name** data entry field. Use the mouse to point with the cursor, then [CLICK] the left mouse button in the User Name text window and type your Logon ID that has been provided. Use the [TAB] key to position the cursor in the **Password** text box, then [CLICK] the left mouse button in the Password text window and enter your password. With the left mouse button [CLICK] the **Login** button or press [ENTER] key.

If you do not have a User Name or Password, please see Appendix A to for instructions on how to request credentials for access to e-Gov.

4.2 Main Menu

After logging into the e-Gov program using assigned User Name and Password combination, the system will advance the user to the Main Menu (see *Figure 4.2-1*).



Figure 4.2-1 – Main Menu

4.3 – Using the Menu Bar

The Menu Bar displays links of options (see *Figure 4.3-1*).



Figure 4.3-1 – e-Gov Menu Bar

5 – E-GOV DATA ENTRY

5.1 – Request a New Service

To access the on-line forms click on either one of the **Request a New Service** links located on the main menu (see *Figure 5.1-1*).



Figure 5.1-1 – e-Gov Main Menu



U.S. Department of State

Office of Foreign Missions

[Request a New Service](#) | [Main Menu](#) | [Logoff](#)

Request a Service from the list below to begin.

| | |
|------------------|---|
| DMV | Vehicle Registration |
| | Vehicle Title |
| | Replacement Plates |
| | Driver License/Non-Driver ID |
| | Update Vehicle Insurance |
| Tax | Tax Exemption Card |
| | Exemption from Utilities Taxes |
| | Exemption from Gasoline Taxes |
| Whitehouse Visit | Request for Chief of Mission Tour |
| | Request for Group Tour |
| | Cancel Previously Requested Tour |
| Travel | Courtesies of Port |
| | Escort Screening Courtesies |

Use this link to access the **Courtesies of Port** application.

Figure 5.2-1 – Application Selection Screen



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

* This is for Departures only, and is not to be used for arrival requests

Definition

Under the Airport Escort Screening Courtesies (AESC) program, qualifying foreign officials can be assigned a Department of State Airport Escort Officer who is authorized to assist dignitaries with their departure(s) from certain airports in the United States.

Who is eligible?

Foreign officials who are the functional equivalents of members of the Cabinet of the United States are eligible for the services provided under the AESC program when they are not escorted by the U.S. Secret Service, Department of State's Diplomatic Security Service, or other recognized U.S. government protective details. The dignitary's spouse and children under the age of 12 may also receive services under the AESC program when accompanying the dignitary.

*Please note that a country's view of a particular official's rank and entitlement to AESC on departure may differ from the view of the Department of State. As the U.S. is providing AESC on departure as a courtesy, the Department of State will determine whether a particular foreign official is entitled to AESC on departure.

*High level dignitaries who are boarding an aircraft at one airport in the United States for another U.S. airport are also eligible for Airport Escort Screening Courtesies at the airport of departure. Please consider requesting such courtesies for internal (domestic) flights as well as flights departing the U.S. for international destinations.



Airport Courtesies

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United States Mission to the United Nations

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Remarks at the Security Council Meetin...

The Downing of Flight MH17

"To the families and friends of the victims, it is impossible to find words to express our condolences. We can only commit to you that we will not rest until we find out what happened. A full, credible, and unimpeded international investigation must begin immediately. The perpetrators must be brought to justice. They must not be sheltered by any member state of the United Nations."

—Ambassador Samantha Power

Representing the United States at the United Nations

the BLOG FROM WHITEHOUSE.GOV

FRI, JULY 18
President Obama Speaks on Malaysia Airlines Flight MH17, Russia and Ukraine, and the Situation in Gaza
"a global tragedy -- an Asian airliner was destroyed in European skies, filled with citizens from many countries."

MON, JULY 14
U.S.-Africa Leaders Summit Approaches, Website Goes Live
the Summit constitutes the largest

the BRIEFING ROOM

07/18/14 Remarks at a Security Council Briefing on the Middle East; U.S. Permanent Representative to the United Nations Samantha Power

07/18/14 Remarks on Nelson Mandela International Day; U.S. Alternate Representative for Special Political Affairs David B. Dunn

07/18/14 Remarks at the Security Council Meeting on Ukraine; U.S. Permanent Representative to the United Nations Samantha Power

07/15/14 Remarks at a UN Security Council Briefing on Post-Conflict Peacebuilding; U.S. Alternate Representative for Special Political Affairs David B. Dunn

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Samantha Power @AmbassadorPower 3h
POTUS order & recent UN recognition of same-sex marriages of staff = impt trend of institutions working to end ALL workplace discrimination.
Expand

Samantha Power @AmbassadorPower 3h
Big news at home on day gripped by world events—POTUS to sign EO ending discrimination vs #LGBT federal contractors: go.usa.gov/5kSe

<http://www.usun.state.gov>



Airport Courtesies

Host Country Section

The screenshot shows the website of the United States Mission to the United Nations (www.usun.state.gov) as of July 21, 2014. The page features a blue header with the mission's name and a navigation bar with links to 'the BRIEFING ROOM', 'the ISSUES', 'the LEADERSHIP', 'about USUN', and 'about the UN'. A dropdown menu is open under 'about USUN', with 'Host Country Section' highlighted by a red arrow. Other options in the menu include 'Management and Reform Section', 'Economic and Social Section', 'Legal Section', 'Military Staff Committee', 'Press and Public Diplomacy Section', 'USUN/Washington', 'Airport Courtesies', 'Internships', 'Employment', 'Contact Us', and 'Hotline For Waste, Fraud and Abuse at the UN'. The main content area includes a video player for 'Remarks at the Security Council Meetin...', a 'the BLOG' section with a post about President Obama's speech, and a 'the BRIEFING' section with a list of recent remarks. A 'Tweets' section on the right shows tweets from Samantha Power (@AmbassadorPower) and @AmbassadorPower.

United States Mission to the United Nations

July 21, 2014

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FRI, JULY 18
President Obama Speaks on Malaysia Airlines Flight MH17, Russia and Ukraine, and the Situation in Gaza

"a global tragedy -- an Asian airliner was destroyed in European skies, filled with citizens from many countries."

MON, JULY 14
U.S.-Africa Leaders Summit Approaches, Website Goes Live

07/18/14 Remarks at a Security Council Briefing on the Middle East; U.S. Permanent Representative to the United Nations Samantha Power

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07/18/14 Remarks at the Security Council Meeting on Ukraine; U.S. Permanent Representative to the United Nations Samantha Power

07/15/14 Remarks at a UN Security Council Briefing on Post-Conflict Peacebuilding; U.S. Alternate Representative for Special Political Affairs David B. Dunn

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Tweets

Samantha Power @AmbassadorPower 2h
POTUS order & recent UN recognition of same-sex marriages of staff = impt trend of institutions working to end ALL workplace discrimination. Expand

Samantha Power @AmbassadorPower 2h
Big news at home on day gripped by world events—POTUS to sign EO ending discrimination vs #LGBT federal contractors: go.usa.gov/5kSe



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

Host Country Section x
usun.state.gov/about/host_aff/index.htm

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Airport Courtesies

Host Country Section

The United States Mission's Office of Host Country Affairs assures that the obligations of the United States to the United Nations Organization and to the UN community in New York are upheld. The Office also serves a variety of important liaison functions between the world's largest and most prestigious diplomatic community on the one hand and federal and local government agencies, businesses and private citizens on the other.

Some of the Office's most important services to the United Nations community include:

- Airport arrival, departure and diplomatic "special" aircraft overflight and landing clearances
- Accreditation and registration evaluation and assistance
- Employment authorization program assistance
- Legal and/or paralegal assistance
- Parking and other municipal or local issues assistance
- Security, safety, and law enforcement coordination and cooperation assistance
- Treaty obligations
- U.S. representation on the U.N. Committee on Relations with the Host Country
- Visa services for registered members of the official UN community in New York having valid visa status

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Poverty & Development

the LEADERSHIP
Ambassador Samantha Power
Ambassador Rosemary A. DiCarlo
Ambassador Elizabeth M. Cousens
Ambassador (Ret.) David B. Dunn

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Management and Reform Section
Economic and Social Section
Legal Section
Military Staff Committee
Host Country Section
Press and Public Diplomacy Section
USUN/Washington



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

Escort Screening Courtesies Request Form

A screenshot of the United States Mission to the United Nations website, specifically the Airport Escort Screening Courtesies Request Form page. The page is dated July 21, 2014, and features the US Mission logo and navigation links. The main heading is "Airport Escort Screening Courtesies". The text explains that the Host Country Affairs Section offers services for arranging Airport Courtesies for "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure, and "Overflight and Landing Request" for diplomatic (special) aircraft. It defines a high-ranking foreign official and provides contact information for the Office of Foreign Missions help desk. A red box highlights the "Escort Screening Courtesies Request Form" link. A red arrow points from a red box on the right, which contains the instruction: "Complete form and save as a 'Word' document. Email as an attachment to: Airportescorts@state.gov".

July 21, 2014

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YOU ARE IN: About USUN > Host Country Section > Airport Courtesies

Airport Courtesies

The Host Country Affairs Section of the U.S. Mission to the United Nations offers its services to the United Nations Community in arranging Airport Courtesies for: "Courtesies of the Port" on arrival, "Escort Screening Courtesies" on departure and "Overflight and Landing Request" for diplomatic (special) aircraft. This airport assistance is limited to only "high-ranking" foreign officials arriving and/or departing from New York City area airports and other major airports in the United States. A high-ranking foreign official is defined as: "An official at the ministerial rank or higher, who is considered the senior-most officer of state appointed to head an executive or administrative department or agency of that government."

COURTESIES OF THE PORT

This airport courtesy provides for expedited entry through airport customs and border control on arrival at first port of entry at major U.S. airports. If authorized, a special lane moves "high-ranking" dignitaries through the normal airport arrival process without waiting in the general arrivals line (1). As of February 2012, all requests for Courtesies of the Port must be made through the e-Gov system. In order to use the e-Gov Port Courtesies module, you must fax an Application for OFM Web Site Account request form to the Office of Foreign Missions (application can be found on the e-Gov user guide at <http://www.state.gov/documents/organization/185717.pdf>). You may contact the Office of Foreign Missions help desk by e-mail at ofmgohelpdesk@state.gov or by telephone at 202-895-3564 for more information. They will add the Port Courtesies module to your e-Gov account. For non-technical questions you may contact Office of the Chief of Protocol at portcourtesies@state.gov or 202-647-2663. After hours, please contact DOS Operations Center at 202-647-1512 and ask for the Port Courtesy Officer. USUN Host Country Affairs section will still be available to assist if needed.

- e-Gov user guide: <http://www.state.gov/documents/organization/170450.pdf>

If you are unable to obtain an e-Gov account please contact the United States Mission's Host Country Affairs Section for further instructions. It may be possible to request Port Courtesies using the link below for the "Courtesies of The Port" form. This form must be submitted two (2) business days prior to the scheduled arrival date of the dignitary or delegation. If the dignitary or delegation is arriving with an armed security detail or your mission is requesting an armed U.S. security detail, this form must be submitted three (3) business days prior to the scheduled arrival date of the dignitary or delegation. For assistance contact: 212-415-4407.

Courtesies Of The Port Request Form

ESCORT SCREENING COURTESIES

This airport courtesy provides for expedited assistance through airport security on departure by a U.S. State to "Ministerial or Cabinet" rank officials. This "Escort Screening Courtesies" form must be submitted at least of the dignitary or delegation. Dignitaries protected by U.S. armed security officers will have their departure t so there is no need to request this assistance from the U.S. Mission. Dignitaries departing on diplomatic (s Courtesies". For assistance contact 212-415-4407 or 212-415-4453

[Escort Screening Courtesies Request Form](#)

OVERFLIGHT AND LANDING CLEARANCES

This airport courtesy provides for authorization to enter and/or overfly U.S. air space and to land at U.S. airports for dignitaries that are arriving by "diplomatic (special) aircraft" (3). All such aircraft must request Overflight and Landing Clearance prior to entering U.S. airspace. This "Overflight and Landing Clearance" form must be submitted at least two (2) business days prior to entering U.S. airspace. This courtesy is specifically arranged through the U.S. State Department in Washington, D.C. For

Complete form and save as a "Word" document. Email as an attachment to: Airportescorts@state.gov

Example of the "Request for Escort Screening Courtesies" form is located on the following page.



U.S. DEPARTMENT OF STATE

REQUEST FOR ESCORT SCREENING COURTESIES

PROCESSING AND COORDINATION REQUIRE THAT SUBMISSIONS BE MADE AT LEAST THREE (3) BUSINESS DAYS PRIOR TO INITIAL DEPARTURE DATE. PLEASE E-MAIL COMPLETED FORMS TO AIRPORTESCORTS@STATE.GOV. PLEASE DIRECT QUESTIONS TO US MISSION AT 212-415-4037.

| | | | |
|---|---|------------------------------|------------------------------------|
| Date of Request: | DATE OF REQUEST month/day/year <small>(Example: January 30, 2004)</small> | Passport Nationality: | ENTER PASSPORT NATIONALITY |
| | | Passport Number: | ENTER PASSPORT NUMBER |
| Full Name of Traveler: | NAME OF OFFICIAL | | |
| Official Title: | TITLE OF OFFICIAL | | |
| Date of Birth: | OFFICIAL'S DATE OF BIRTH month/day/year <small>(Example: January 30, 2004)</small> | Country of Birth: | OFFICIAL'S COUNTRY OF BIRTH |
| | | City of Birth: | OFFICIAL'S CITY OF BIRTH |
| Point of Contact:* | ENTER NAME OF CONTACT | | |
| Organization: | ENTER MISSION/EMBASSY | | |
| Telephone & Fax Numbers: | Phone: | Extension: | Fax: |
| After Hours Telephone Number(s): | PROVIDE AFTER HOURS PHONE NUMBER | | |
| E-Mail Address for Confirmation: | ENTER EMAIL ADDRESS | | |

FLIGHT ITINERARY

| | | | |
|--|---|---|---|
| | If traveling from or to Washington DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box. | | |
| Airline and Flight No. ENTER AIRLINE AND FLIGHT NUMBER | Departure Airport AIRPORT DEPARTING FROM (i.e., JFK) | month/day/year MONTH/DAY/YEAR OF DEPARTURE | Time TIME OF DEPARTURE |
| | Arrival Airport DESTINATION AIRPORT (i.e. PARIS, FRANCE) | month/day/year MONTH/DAY/YEAR OF ARRIVAL AT DESTINATION | Time TIME OF ARRIVAL AT DESTINATION AIRPORT |
| Airline and Flight No. USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION | Departure Airport Airport | month/day/year ---- | Time : <input type="checkbox"/> am <input type="checkbox"/> pm |
| | Arrival Airport Airport | month/day/year ---- | Time : <input type="checkbox"/> am <input type="checkbox"/> pm |

* The name of the Mission's point of contact must appear on the form or the request will not be processed.

Itinerary continues on next page: ☐ Yes ☐ No



U.S. DEPARTMENT OF STATE

REQUEST FOR ESCORT SCREENING COURTESIES

| | |
|-------------------------------|--|
| Full Name of Traveler: | |
| Official Title: | |
| Nationality: | |

FLIGHT ITINERARY CONTINUATION

| | | | |
|--|--|---|---|
| | If traveling from or to DC or NY, choose Airport from drop-down list (click on the "Airport" box); otherwise, please type name of Airport in shaded box. | | |
| Airline and Flight No. <small>USE ADDITIONAL SECTIONS TO ENTER ANY/ALL FLIGHTS THAT TAKE OFFICIAL TO FINAL DESTINATION</small> | Departure Airport <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> ---- ---- </div> | Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm |
| | Arrival Airport <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> ---- ---- </div> | Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm |
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| Airline and Flight No. | Departure Airport <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> ---- ---- </div> | Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm |
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| | Arrival Airport <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | month/day/year <div style="border: 1px solid black; width: 100%; height: 20px; display: flex; justify-content: space-between;"> ---- ---- </div> | Time : <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> am <div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;"> </div> pm |



Airport Escort Screening Courtesies

(Request for Facilitation on Departure)

- Request forms are available on the U.S. Mission to the United Nations website at:
WWW.USUN.STATE.GOV
- Request forms **must** be saved as a “Word” document and e-mailed three (3) full business days prior to the dignitary’s departure.
- Notifications **must** be e-mailed to the U.S. Mission to ensure that proper notifications are made to all involved U.S. agencies. E-mail to:
AIRPORTESCORTS@STATE.GOV
- **In order to prevent delays:** Request forms **must** be sent via e-mail – IF you do not receive an automatic response that your request has been received within 15 minutes of sending your request, it is imperative that you contact the USUN Airport Escort Screening Officers at 212-415-4037 or 212-415-4453
- Please **do not** send a duplicate request form to our Washington office. Multiple requests for the same dignitary results only in confusion, and delays the processing of your request.
- Dignitaries accompanied by armed U.S. security will have their departure through airport security arranged by the specific U.S. security agency protecting them; do not send a separate request.
- Dignitaries departing on diplomatic (special) aircraft **cannot** be afforded “Escort Screening Courtesies” on departure.
- The request form must be completed as indicated on the previous two pages.
- **Important:** Should the Escort Officer not be able to reach the POC/VIP within 24 hours of departure, the VIP will be at risk of not receiving these courtesies due to cancellation of the assignment because the POC was unreachable.



Diplomatic Aircraft Clearance

Definition

A diplomatic aircraft clearance is the U.S. Government approval, to a foreign government request, for a foreign state aircraft to enter and operate within the national airspace of the United States (to include overflight of Puerto Rico and the U.S. Virgin Islands) in accordance with a specific purpose, itinerary, aircraft, and crew.

Who needs to request a diplomatic aircraft clearance?

- Foreign missions in the United States must request a diplomatic clearance for state aircraft to enter and operate within the United States national airspace. If approved, the Department of State will issue a Diplomatic Clearance Number (DCN). Foreign state aircraft are prohibited from entering U.S. national airspace without a DCN. Failure to obtain a DCN in advance could result in the aircraft being diverted to another location.
- The DCN authorizes the crew to operate a specific aircraft strictly in accordance with the itinerary and details as shown in the diplomatic request and approval.
- These procedures do **not** apply to foreign dignitaries arriving on **commercial aircraft**, e.g., Delta, United or other foreign carriers.

How to file for clearance:

- Foreign missions must submit diplomatic aircraft clearance requests via the web-based Diplomatic Clearance Application System (DCAS).
- For questions concerning DCAS contact Mr. Rodney Bethea at betheard@state.gov.



Diplomatic Aircraft Clearance

When to file for diplomatic aircraft clearance?

- Foreign missions **must submit diplomatic aircraft clearance requests at least three (3) business days in advance** of the planned arrival into U.S. national airspace. For this purpose, a business day is considered to be Monday through Friday, excluding U.S. Federal Holidays.
- Foreign missions also must submit requests to amend a previously approved request at least three (3) business days in advance of the planned arrival into U.S. national airspace.
- The Department of State will consider exceptions to the three (3) business day rule for the following circumstances:
 - To support urgent medical, humanitarian, or disaster relief emergencies.
 - To support short-notice, VIP governmental meetings, that are hastily arranged requiring senior government officials to travel on short notice.

Who should submit Diplomatic Aircraft Clearance requests? ***(Embassy or Permanent Mission)***

- Permanent Missions are strongly encouraged to have their embassy in Washington, DC file all DCAS requests electronically.
- Most embassies in Washington have trained and experience DCAS-operators.
- After reviewing the embassy's request, the DCAS Administrator will electronically send an approval message to the submitter via the DCAS system.
- The Embassy can then inform the Permanent Mission of the approval.
- Please avoid sending duplicate requests to both the U.S. Permanent Mission to the United Nations and to the U.S. Department of State. Multiple requests for the same flight could result in confusion and delays.



Diplomatic Aircraft Clearance

Port Authority of NY & NJ aircraft parking limitations

- During UNGA, the Port Authority limits parking and servicing of diplomatic aircraft to two (2) hours at John F. Kennedy, Newark, LaGuardia and Teterboro Airports.
- Aircraft commanders are required to unload the dignitary/delegation and reposition the aircraft to another location within this two (2) hour window.
- **THIS IS STRICTLY ENFORCED BY ALL AIRPORT AUTHORITIES.**

Where to get additional information?

Department of State

Office of International Security Operations: Diplomatic Aircraft Clearance Procedures

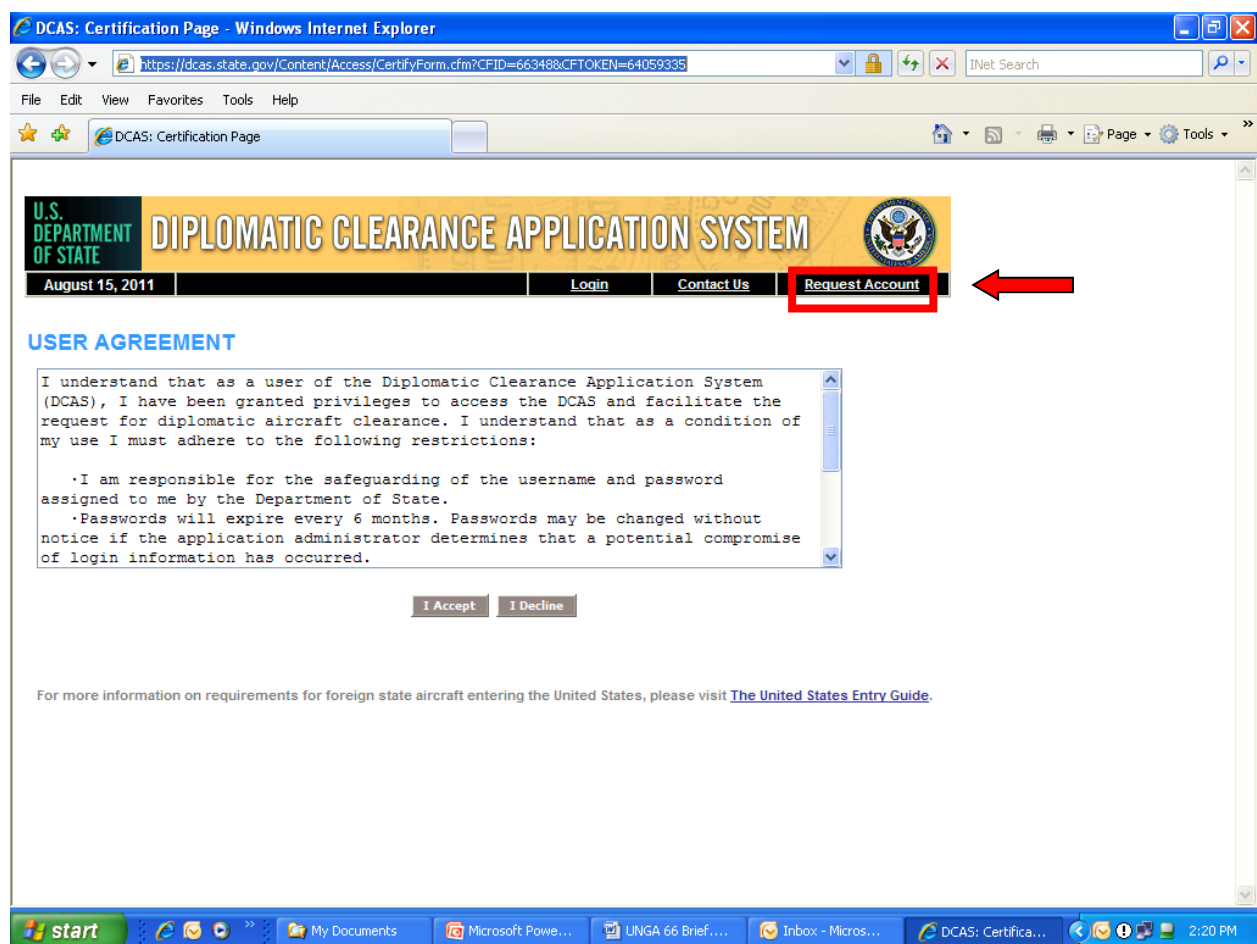


<http://www.state.gov/t/pm/iso/c56895.htm>



Diplomatic Aircraft Clearance

To obtain a Diplomatic Clearance Application System (DCAS) account, access <https://dcas.state.gov> . Click on the “Request Account” link located in the upper right-hand corner (just below the Department of State seal), and fill in all required information. The DCAS Administrator will review and approve the request, or contact the applicant for additional information.



<https://dcas.state.gov>



John F. Kennedy, Newark Liberty and LaGuardia Airports

Private Aircraft

Motorcade and Parking

Port Authority of NY & NJ - John F. Kennedy International, Newark Liberty and LaGuardia Airports

Introduction

The United Nations 69th General Assembly is fast approaching. We are privileged to join together in celebration of this historic occasion, and as one of the gateway airports, we look forward to working with you on coordinating the visits of your dignitary to the New York Area.

During this time, the Port Authority looks forward to working with you to ensure the most successful visit of your dignitary. This year will bring changes that will effect operations at John F. Kennedy Airport such as: reduced number of parking locations for special/private flights, relocation of motorcade staging locations, and the anticipated unprecedented number of chiefs of state, heads of government, and foreign ministers that will visit New York. To meet this challenge, vast amounts of resources will be committed to making the arrival or departure run smoothly. Therefore, we have prepared this document to assist you in providing the information you may need, as well as to answer any questions you may have.

Finally, as we expect many dignitaries to arrive to and depart from JFK Airport at the same time of day, we cannot emphasize enough that adherence to time schedules and policies will be essential to ensure that your dignitary and accompanying party will not be delayed upon arrival and departure.

Thank you in advance for your cooperation,
The Port Authority of NY & NJ

Aircraft

Private Aircraft – This information is for arrivals and departures and applies to private aircraft both foreign and domestic.

- Due to the high volume of aircraft traffic and reduction of aircraft parking locations, The Port Authority of NY & NJ has instituted a **two (2) hour** restriction on ground parking for all foreign military and state aircraft. The foreign military or state aircraft must **depart within two (2) hours of arrival** and relocate to another location.
- Overnight parking of foreign military or state aircraft at John F. Kennedy International Airport is strictly prohibited.
- Port Authority Operations will provide a “follow me” vehicle to escort the aircraft to the parking site.
- Port Authority Operations will determine all Private aircraft parking locations – contact information is provided below.
- In addition, because many special flights are expected to be on the ground at the same time, a particular parking spot may not be confirmed until a short time before the arrival of the aircraft and it may be required to be towed into or out of the arrival departure site.
- Be sure to contact the appropriate Fixed Base Operator (FBO) for the intended airport arrival to coordinate all ground handling services and all airport fees (landing and parking).
- Aircraft are required to unload the dignitary/delegation and reposition the aircraft to another location with this two (2) hour window.

Special Flights – Same as Private Aircraft with the following additions:

- For aircraft larger than a B747-8, prior permission is required at least 72 hours in advance from Port Authority Operations.
- Certain types of aircraft are prohibited from landing due to their size and noise control regulations.
- Make sure to file flight plans for all departures by contacting 1-800 WXBRIEF (1-800-992-7433)

Alternate Aircraft Airport Parking Locations

- Wrightstown/McGuire Air Force Base, New Jersey (KWRI)
- Dover Air Force Base, Delaware (KDOV)
- Newburgh/Stewart International, New York (KSWF)
- Charleston Air Force Base, South Carolina (KCHS)
- Scott Air Force Base, Illinois (KBLV)

Commercial Flights - this information is similar for arrivals and departures:

- Greeters please limit the number of greeters who will welcome the delegation upon arrival. Due to heightened security measures at JFK Airport, arrangements for greeting will be made in accordance with federal and airport requirements. For commercial flights there is a strict limit of two (2) greeters in the federal inspection area as per the Customs and Border Protection regulations.
- Please advise the responsible airline directly for any special requirements you may have.

Airport Parking at John F. Kennedy International Airport

Many dignitary arrivals and departures do not require special motorcade arrangements, except for parking. Due to the many expected motorcades at the airport terminals during UNGA, we request that if your representative is not under protection and you wish only to park your vehicle(s) in order to pick up your dignitary, diplomatic exempt parking fees are available. (**Please see supplement #2 for further details.)

Motorcades

For arrivals into John F. Kennedy Airport, all motorcades for commercial and special flights will form two (2) hours before the arrival at the JFK Long Term Parking lot on Lefferts Blvd. **This is a change from our previous location.** (**Please refer to the directions in Supplement #1 of this document.)

Once a car is put into position in the motorcade, it must stay in that place with the driver. **Also, for special flights and rampside movements on commercial flights, no car will move onto the ramp without a Port Authority Police lead vehicle.** We are **limiting the number of vehicles in the motorcade to ten (10) vehicles; this includes the principles limousine and security vehicles.** We are also **limiting the number of motorcades to a private/special flight to two (2) per aircraft.** This may be accomplished by using vans or buses for large delegations. When the motorcade has been formed, they will be escorted to the designated terminal or ramp area approximately twenty (20) minutes before the arrival.

Please note that ramp side arrivals and departures for commercial flights are restricted; requests for such will be reviewed individually. For these type movements, a limited number of vehicles from the motorcade will be escorted onto the ramp, the remaining vehicles will wait at another designated location.

For departures from John F. Kennedy Airport, the motorcade will be met by a Port Authority Police lead vehicle at Federal Circle, and escorted to the appropriate terminal or ramp.

Transportation Security Administration (TSA) Screening

Per TSA policy, all members of the delegation, except for the principal and a very limited number of other persons receiving US Secret Service or US Department of State Diplomatic Security protection, must pass through the screening process prior to departure.

Contact Information

Port Authority of NY & NJ Police John F. Kennedy International Airport

VIP Sergeant at Police Bldg. 269

718-244-4305, 718-244-4335 or 718-244-3813

Sgt. William Delgado - wdelgado@panynj.gov

Sgt. John Passarotti - jpassarotti@panynj.gov

Port Authority of NY & NJ Operations John F. Kennedy International Airport

Assistant Airport Duty Manager, Aeronautical Services at Building 145

718-244-3797

Marlene Mizzi - mmizzi@panynj.gov

Port Authority of NY & NJ Operations Newark Liberty International Airport

Executive Officer

973-961-6798

Lt. Steven Skific – sskific@panynj.gov

Port Authority of NY & NJ Operations Newark Liberty International Airport/Teterboro Airport

VIP/Security Lieutenant

973-961-6493

Lt. William J. Zika – wzika@panynj.gov

Port Authority of NY & NJ Police LaGuardia Airport

VIP Lieutenant

718-533-4028, 718-533-3904 (24 hour desk)

Lt Scott Glazer – sglazer@panynj.gov

Port Authority of NY & NJ Operations LaGuardia Airport

Chief of Operations, PA Operations – Terminal B

718-533-3605, 718-533-3700 (24 hour desk)

Kevin Dauwalter - kdauwalt@panynj.gov

Fixed Base Operations (FBO) – For private aircraft ground services:

Sheltair Aviation - John F. Kennedy International Airport, Building 145

347-566-6620; jfkcsr1@sheltairaviation.com

Sheltair Aviation - LaGuardia Airport, Terminal A

718-779-4040

Signature Aviation – Newark Liberty International Airport

973-624-1660; Eric Richardson

DIRECTIONS TO MOTORCADE FORMATION AT JFK AIRPORT LONG TERM PARKING ON LEFFERTS BLVD

1. Take Belt Pkwy East toward Kennedy Airport
2. At exit 19, take ramp right for Nassau Expressway toward Lefferts Blvd / Long Term Parking lot
3. Turn right onto Lefferts Blvd
4. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side.

1. Take I-678 South (Van Wyck Expressway) toward Kennedy Airport
2. At exit 1W, take ramp right toward Belt Pkwy West / Verrazano Br
3. Keep straight onto RT-27 West / N Conduit Ave
4. Take ramp left for Belt Pkwy West toward Verrazano Br
5. At exit 18B, take ramp right for RT-27 West / N Conduit Ave toward Aqueduct Racetrack/ Lefferts Blvd / JFK Long Term Parking lot
6. Turn left onto Lefferts Blvd
7. Proceed to end of street, entrance to motorcade/sweep area is on the right hand side



JFK Airport - Supplement #2

Diplomatic Exempt Parking Information

John F. Kennedy International Airport Exempt Parking Information

In order to conform to the Transportation Security Administrations security regulations and to facilitate the movement of the diplomatic community through John F. Kennedy International Airport, it now provided that diplomatic vehicles be exempt from parking fees at Terminal parking lots provided that;

- The vehicle bears US Department of State Diplomat license plates,
- **and**
- It is for a period less than 24 hours.

It will no longer be required that the operator present official ID nor that the Ambassador or equivalent be present in the vehicle for the exemption to apply.

Parking lot attendants have been advised of the policy change and if problems arise, the vehicle operator should have the attendant contact the Port Authority parking supervisor to resolve the issue.

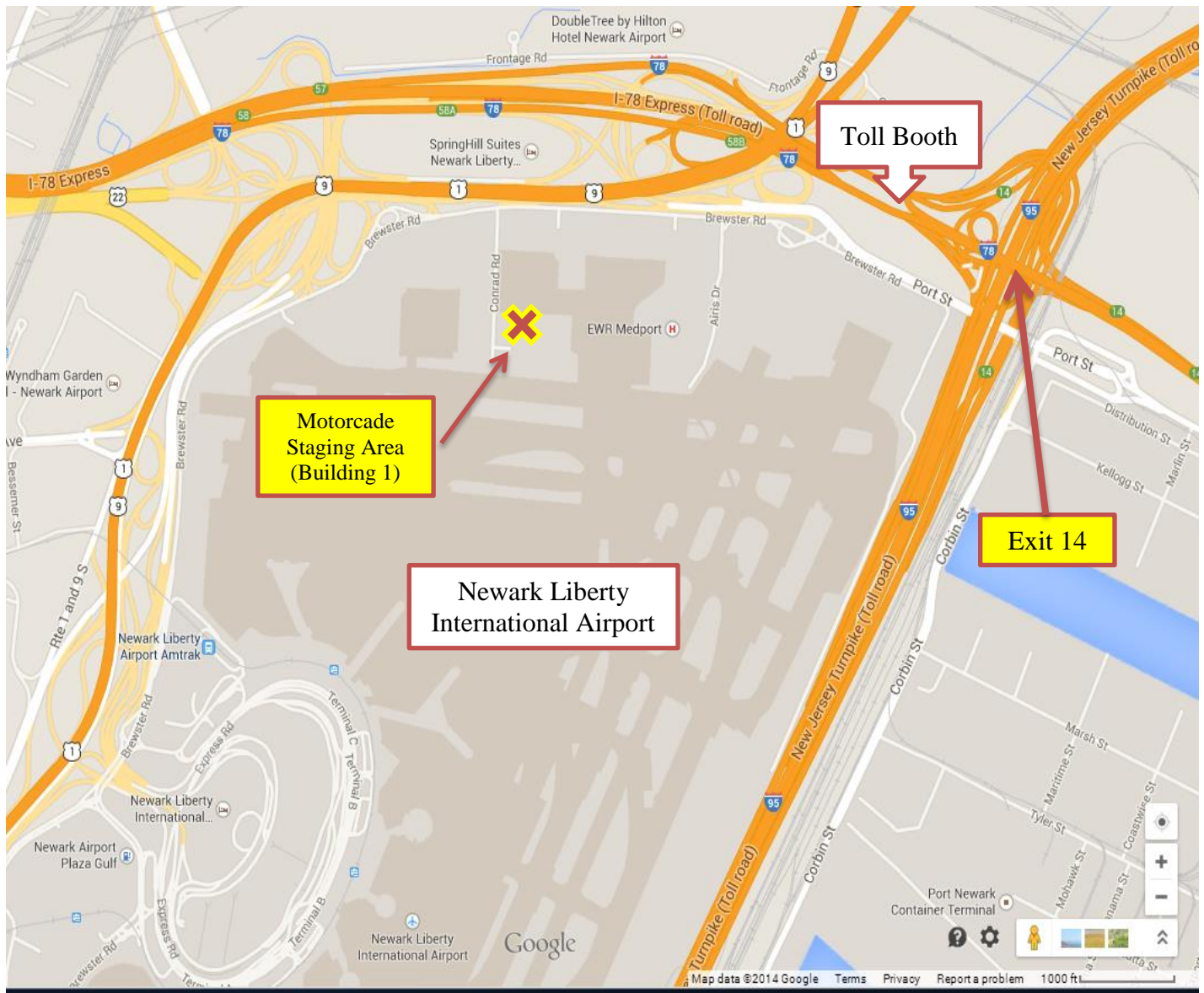
Port Authority Supervisor: 718-244-8158

****Please note that this procedure does not apply to dignitaries under US Government protection.**

Newark Liberty International Airport

Directions to Motorcade Staging Area

Motorcade staging area is in front of Building 1 off Conrad Road.
Departing motorcades are met by PAPD at Exit 14 (near the toll booth) for the
New Jersey Turnpike.



LAGUARDIA AIRPORT

DIRECTIONS TO MOTORCADE SWEEP AREA

1. Take I-278 (BQE) East to Grand Central Pkwy East.
2. Take exit 5 toward Astoria Blvd / 82nd Street / Terminal A.
3. Slight right at Astoria Blvd.
4. Merge left onto 23rd Ave.
5. Turn left at 82nd St. (over the GCP).
6. Continue onto Ditmars Blvd.
7. Turn right at light onto Marine Terminal Rd.
8. Turn left at Fiorello Lane.
9. The sweep area is the parking lot on the right hand side, located on the south side of Hangar #7.

